



AMERICAN EMBASSY, NEW DELHI, INDIA
VACANCY ANNOUNCEMENT FOR LAUNDRY PERSON (DHOBİ)
AT
DCM RESIDENCE

VACANCY ANNOUNCEMENT NUMBER – 14-083

OPEN TO: All Interested Candidates

POSITION: Laundry Person (Dhobi), DCM residence*

OPENING DATE: November 10, 2014

CLOSING DATE: November 24, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: *The hired employee will be paid by and work under contract with the Principal Employer. S/he will not be an employee of the United States Government.

The DCM Residence at the U.S. Embassy in New Delhi is seeking an individual for the position of Laundry Person (Dhobi).

Only applicants who are selected for the interview will be contacted.

BASIC FUNCTION OF POSITION

The incumbent will perform the services as a Laundry Person (Dhobi) at the DCM's residence, New Delhi, India. The daily work will be detailed by the Residence Manager, who will be the supervisor.

Perform duties, though not limited to the following:

- Responsible for all laundry functions, the laundry room and its equipment, and all laundry stores issued.
- Meet all the laundry requirements, i.e. personal linen, guest linen, all table kitchen dusters, aprons, kitchen linen, and all official uniforms issued to the ORE staff.
- Perform other tasks as assigned by the Residence Manager.

QUALIFICATIONS & SKILLS REQUIRED

1. Completion of 6th standard.
2. Two years of experience within or outside the mission.
3. Good Knowledge of laundry work and equipments.

TO APPLY

Interested applicants for this position should submit the following:

1. A current resume or curriculum vitae that provides the below information, **plus**
2. Any other documentation (e.g., certificates, awards) that addresses the qualification requirements of the position as listed above.

The resume or curriculum vitae must include the below information.

- A. Position Title
- B. Vacancy Announcement Number
- C. Date of Birth
- D. Place of Birth
- E. Citizenship
- F. First, Middle, & Last Names as well as any other names used
- G. Current Address and phone numbers
- H. If foreign national, eligibility to work in India (work/residency permits should be attached)
- I. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- J. Education
- K. License, Skills, Training, Membership, & Recognition
- L. Language Skills
- M. Work Experience
- N. Notice period to current employer
- O. References

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office
Shantipath, Chanakyapuri
New Delhi 110 021

or

FAX: 2419-8056

Or

E-mail: NewDelhiOREVacancies@state.gov

POINT OF CONTACT

Telephone: 2419-8488

Please insert “**Application for Laundry Person (Dhobi), DCM Residence**” in the Subject of the E-mail for electronic submission; or on the envelope, in case of print copy submission.

Applications without the position title "Application for Laundry Person (Dhobi)" will not be accepted.

CLOSING DATE FOR THIS POSITION: (November 24, 2014)